



MCS*3040 Business and Consumer Law

Summer 2018

Section: DE01

Department of Marketing and Consumer Studies

Credit Weight: 0.50

Course Details

Calendar Description

This course introduces students to statutory and common law concerning business and consumer transactions. An overview of the laws of contracts and torts forms the basis of business and producer/consumer relationships. Discussion topics include sale of goods and consumer protection legislation; debtor-creditor relations; competition law; intellectual property rights and manufacturers' product liability.

Pre-Requisite(s): 4.00 credits

Co-Requisite(s): None

Restriction(s): Registration in BCOMM. program, BA:BADM minor, or BA:EURS area of emphasis in European Business Studies. This is a Priority Access Course. Some restrictions may apply during some time periods. Please contact the department for more information.

Method of Delivery: Online

Final Exam

Date: TBA

Time: TBA

Location: On campus

Instructional Support

Instructor

Joseph Radocchia

Email: jradocch@uoguelph.ca

Telephone: (519) 824-4120 Ext. 52407

Office: MacDonald Institute (MINS), Room 257

Teaching Assistant(s)

Name: TBA

Email: TBA

Learning Resources

Required Textbook

Title: Canadian Business and the Law

Author(s): Dorothy Duplessis, Steve Enman, Shannon O'Byrne, & Philip King

Edition / Year: 6th Edition / 2016

Publisher: Nelson Education

ISBN: 9780176570323

You may purchase the textbook at the [Guelph Campus Co-op Bookstore](#) or the [University of Guelph Bookstore](#). Please note that DE textbooks are located in the Distance Education section of the University of Guelph Bookstore.

<https://guelphcampus.coop/bookstore>

<http://www.bookstore.uoguelph.ca/>

Supplementary Materials

This course includes supplementary materials. These materials are meant to supplement the required readings and course content. You can explore the materials at your own pace. To access these materials, select **Content** on the navbar to locate **Supplementary Materials** in the table of contents panel.

Course Website

[CourseLink](#) (powered by D2L's Brightspace) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check

for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca>

Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: [519-824-4120 ext. 53621](tel:519-824-4120)

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<http://www.lib.uoguelph.ca/find/find-type-resource/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

This course will introduce the student with no previous legal study to the laws and legal requirements necessary in the conduct of business.

The objectives of this course fall into three key areas: (1) general skills, (2) course content and (3) learning values. Each is detailed below.

1. General Skill Objectives:

Upon completion of this course, you will demonstrate competencies in:

- Some of the basic concepts, principles and rules of law and their application to individuals and persons in business from the perspectives of both providers and consumers of goods and services.
- Adaptability and learning, problem solving, reading, writing skills in effectively handling course assignments, case studies and tests.
- Team work, interpersonal skills, leadership, assertiveness and conflict resolution through active participation in web based discussions and assignments.
- Research using a variety of media including Internet law collections, computer applications (Microsoft Office), decision making, critical thinking, creative thinking

and visioning in applying legal concepts, laws, theories, systems and tools in generating alternatives to the solution of case studies and other assignments.

- Communicating through evolving media utilizing e-mail, internet, written and direct communications with the course professor, fellow students and research sources in completing assignments.

2. Course Content Objectives:

Upon completion of this course, you should be able to:

- Describe the structure of the Anglo-Canadian judiciary system and its inter-relationship with the Canadian legislative process.
- Describe the law as applicable to the formation, maintenance and ending of contractual relationships.
- Demonstrate understanding of Consumer Protection and Debtor/Creditor laws including Sale of Goods; Securing debt; Guarantees and Bankruptcy.
- Demonstrate understanding of the laws applying to Employer/Employee Relations including Master and Servant; Labour Standards; Unions and collective bargaining; Agencies and the rights and responsibilities of the parties.
- Describe the types of business organization and the processes, rights and responsibilities for each.
- Describe the legal considerations affecting negotiable instruments, personal and intellectual property rights and Insurance.
- Understand the application of Real Estate laws including the landlord and tenant relationship, liens and mortgages.

3. Learning Values (objectives)

You will continue to develop toward holistic maturity through:

- Developing an appreciation of the complex legal system in which businesses and consumers of goods and services operate.
- Displaying moral maturity in the ethical, legal and responsible approach to applying the principles and letter of laws.
- Adding to their depth and breadth of understanding of the application of law and its essential contribution to achieving personal and organizational objectives.
- Encouragement to pursue independence of thought in accomplishing both individual and team assignments with emphasis on practical originality for effective problem solving.
- A growing love of learning new law, theories, tools, applications and activities, which generate excitement in effectively solving legal, business and individual needs and problems in today's unprecedented environment of change.

Teaching and Learning Activities

Course Structure

- Unit 01: Introduction to the Law
- Unit 02: Introduction to the Law (cont'd) and the Law of Torts
- Unit 03: The Law of Torts (cont'd) and the Law of Contracts – Formation
- Unit 04: The Law of Contracts – Formation (cont'd)
- Unit 05: Factors Affecting the Contractual Relationship and the End of the Contractual Relationship
- Unit 06: Marketing and Consumer Protection
- Unit 07: Banking and Debtor/Creditor Relationships
- Unit 08: Banking and Debtor/Creditor Relationships (cont'd) and Employment
- Unit 09: Employment (cont'd) and Professional Services
- Unit 10: Agencies and Business Organization (Parts I & II)
- Unit 11: Business Organization (Part II cont'd) and Personal and Intellectual Property and Insurance
- Unit 12: Personal and Intellectual Property and Insurance (cont'd) and Introduction to the Law of Real Estate

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Unit 01: Introduction to the Law

Week 1 – Thursday, May 10 to Sunday, May 20

Readings

- Website: Unit 01 Content
- Textbook: Chapters 1, 2, and 3

Activities

- Familiarize yourself with the course website by reviewing the **Start Here** section of the course.

- Review the **Outline** and **Assessments** sections on the course website to learn about course expectations, assessments, and due dates.
- Confirm your access to the course reserve materials by selecting **Ares** on the navbar.
- Review PowerPoint slides posted in **Unit 01**.

Assessments

- Participate in the **Unit 01 Discussion**
Opens: Monday, May 10 at 12:01 am ET
Closes: Sunday, May 20 at 11:59 pm ET

Unit 02: Introduction to the Law (cont'd) and the Law of Torts

Week 2 – Monday, May 21 to Sunday, May 27

Readings

- Website: Unit 02 Content
- Textbook: Chapters 4, 10, and 11

Activities

- Review PowerPoint slides posted in **Unit 02**.

Assessments

- Participate in the **Unit 02 Discussion**
Opens: Monday, May 21 at 12:01 am ET
Closes: Sunday, May 27 at 11:59 pm ET

Unit 03: The Law of Torts (cont'd) and the Law of Contracts - Formation

Week 3 – Monday, May 28 to Sunday, June 3

Readings

- Website: Unit 03 Content
- Textbook: Chapters 12 and 5

Activities

- Review PowerPoint slides posted in **Unit 03**.

Assessments

- Participate in the **Unit 03 Discussion**
Opens: Monday, May 28 at 12:01 am ET
Closes: Sunday, June 3 at 11:59 pm ET

Unit 04: The Law of Contracts – Formation (cont'd)

Week 4 – Monday, June 4 to Sunday, June 10

Readings

- Website: Unit 04 Content
- Textbook: Chapters 6 and 7

Activities

- Review PowerPoint slides posted in **Unit 04**.

Assessments

- Participate in the **Unit 04 Discussion**
Opens: Monday, June 4 at 12:01 am ET
Closes: Sunday, June 10 at 11:59 pm ET

Unit 05: Factors Affecting the Contractual Relationship and the End of the Contractual Relationship

Week 5 – Monday, June 11 to Sunday, June 17

Readings

- Website: Unit 05 Content
- Textbook: Chapters 8 and 9

Activities

- Review PowerPoint slides posted in **Unit 05**.

Assessments

- Participate in the **Unit 05 Discussion**
Opens: Monday, June 11 at 12:01 am ET
Closes: Sunday, June 17 at 11:59 pm ET
- **Assignment #1** (If you choose to submit this assignment, you will also be completing Midterm #2)
Due: Friday, June 15 at 11:59 pm ET

Unit 06: Marketing and Consumer Protection

Week 6 – Monday, June 18 to Sunday, June 24

Readings

- Website: Unit 06 Content
- Textbook: Chapters 23 and 24

Activities

- Review PowerPoint slides posted in **Unit 06**.

Assessments

- **Midterm #1** (If you choose to complete this midterm, you will also be completing Assignment #2)
Opens: Tuesday, June 19 at 8:00 am ET
Closes: Thursday, June 21 at 11:59 pm ET
- Participate in the **Unit 06 Discussion**
Opens: Monday, June 18 at 12:01 am ET
Closes: Sunday, June 24 at 11:59 pm ET

Unit 07: Banking and Debtor/Creditor Relationships

Week 7 – Monday, June 25 to Sunday, July 1

Readings

- Website: Unit 07 Content
- Textbook: Chapters 25 and 26

Activities

- Review PowerPoint slides posted in **Unit 07**.

Assessments

- Participate in the **Unit 07 Discussion**
Opens: Monday, June 25 at 12:01 am ET
Closes: Sunday, July 1 at 11:59 pm ET

Unit 08: Banking and Debtor/Creditor Relationships (cont'd) and Employment

Week 8 – Monday, July 2 to Sunday, July 8 (*40th Class Day: Friday, July 6*)

Readings

- Website: Unit 08 Content
- Textbook: Chapters 27 and 20

Activities

- Review PowerPoint slides posted in **Unit 08**.

Assessments

- Participate in the **Unit 08 Discussion**
Opens: Monday, July 2 at 12:01 am ET
Closes: Sunday, July 8 at 11:59 pm ET

Unit 09: Employment (cont'd) and Professional Services

Week 9 – Monday, July 9 to Sunday, July 15

Readings

- Website: Unit 09 Content
- Textbook: Chapters 21 and 22

Activities

- Review PowerPoint slides posted in **Unit 09**.

Assessments

- Participate in the **Unit 09 Discussion**
Opens: Monday, July 9 at 12:01 am ET
Closes: Sunday, July 15 at 11:59 pm ET

Unit 10: Agencies and Business Organizations (Parts I & II)

Week 10 – Monday, July 16 to Sunday, July 22

Readings

- Website: Unit 10 Content
- Textbook: Chapters 13, 14, and 15

Activities

- Review PowerPoint slides posted in **Unit 10**.

Assessments

- Participate in the **Unit 10 Discussion**
Opens: Monday, July 16 at 12:01 am ET
Closes: Sunday, July 22 at 11:59 pm ET
- **Assignment #2** (You will be submitting this assignment if you have completed Midterm #1)
Due: Sunday, July 22 at 11:59 pm ET

Unit 11: Business Organizations (Part II cont'd) and Personal and Intellectual Property and Insurance

Week 11 – Monday, July 23 to Sunday, July 29

Readings

- Website: Unit 11 Content
- Textbook: Chapters 16, 17, and 18

Activities

- Review PowerPoint slides posted in **Unit 11**.

Assessments

- **Midterm #2** (You will be completing this midterm if you have submitted Assignment #1)
Opens: Monday, July 23 at 8:00 am ET
Closes: Wednesday, July 25 at 11:59 pm ET
- Participate in the **Unit 11 Discussion**
Opens: Monday, July 23 at 12:01 am ET
Closes: Sunday, July 29 at 11:59 pm ET

Unit 12: Personal and Intellectual Property and Insurance (cont'd) and Introduction to the Law of Real Estate

Week 12 – Monday, July 30 to Friday, August 3

Readings

- Website: Unit 12 Content
- Textbook: Chapters 28 and 19

Activities

- Review PowerPoint slides posted in **Unit 12**.

Assessments

- Participate in the **Unit 12 Discussion**
Opens: Monday, July 30 at 12:01 am ET
Closes: Friday, August 3 at 11:59 pm ET

Assessment

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 1: Course Assessment

Assessment Items	Weight
Online Discussions	10%
Assignment	25%
Midterm	25%
Final Exam	40%
Total	100%

Assessment Descriptions

Online Discussions

Students are expected to participate in weekly online discussions. Questions are posted in each unit and are designed to stimulate thought and offer application of the topics covered in your text that week.

Assignment

In this course you will choose to complete only one (1) of the two (2) assignment options. For the assignments, you will be given a fact scenario that addresses an area or different areas of the law that have been discussed and reviewed during the weekly discussions.

Midterm

In this course you will choose to complete only one (1) of the two (2) midterm options. The midterm format will be multiple choice and true/false questions. You will be able to access the midterms online through the course website within the pre-announced dates and times. Please note that the course system will automatically time-out if you go beyond the scheduled hours, so please do not wait until the last minute (literally).

The first midterm will take place during week 6, and it will cover chapters 1 through to 12 of the course textbook, *Canadian Business and the Law*.

The second midterm will take place during week 11, and it will cover chapters 13, 14, 15, and 20-27 (inclusive) of the course text.

Final Exam

This course requires you to write a traditional sit-down final exam. Final exams are written on campus at the University of Guelph or at alternate locations for students at a distance. The final examination format will include multiple choice and true/false questions. The exam will cover material from the following chapters of the textbook: 5,

6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 28. These chapters include weeks 3, 4, 5, 6, 8, 9, 11, and 12.

It is assumed that all DE students will be writing their final examination on campus at the University of Guelph. University of Guelph degree and associate diploma students must check [WebAdvisor](#) for their examination schedule. Open Learning program students must check the [Open Learning Program Final Examination Schedule](#) for their examination schedule.

If you are studying at a distance, you can request to write your final exam at an alternate location. It is recommended that you make arrangements as early as possible in the semester since changes cannot be guaranteed after the deadline. Exam schedules for off-campus exams will be emailed by Week 9 of the course. For more information, please visit [Final Exams](#).

<https://webadvisor.uoguelph.ca>

<http://opened.uoguelph.ca/student-resources/Open-Learning-Program-Final-Exam-Schedule>

<http://opened.uoguelph.ca/student-resources/final-exams>

Course Technologies and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

<https://courselink.uoguelph.ca/d2l/systemCheck>

Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);

- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

Course Technologies

Ares

The library's Ares Course Reserve system is a software solution that provides you with access to digital resources used in your course. The system also provides information on print resources placed at the physical reserve desk at the library. Accessibility and privacy policy statements do not exist for this software.

CourseLink

Distance Education courses are offered entirely online using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the [University of Guelph's Access and Privacy Guidelines](#). Please visit the D2L website to review the [Brightspace privacy statement](#) and [Brightspace Learning Environment web accessibility standards](#).

<http://www.uoguelph.ca/web/privacy/>

<https://www.d2l.com/legal/privacy/>

<https://www.d2l.com/accessibility/standards/>

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support

University of Guelph

Day Hall, Room 211

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](https://www.uoguelph.ca/ccs/infosec/aup), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 48 hours.

Netiquette Expectations

For distance education courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

Inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;

- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system; and
- Sharing your username and password.

Submission of Assignments to Dropbox

Assignment #1 or Assignment #2 should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified in the schedule section of this outline. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

<http://spaces.uoguelph.ca/ed/contact-us/>

Late Policy

If you choose to submit your individual assignments to the **Dropbox** tool late, the full allocated mark will be reduced by 10% per day after the deadline for the submission of the assignment to a limit of ten days at which time access to the **Dropbox** folder will be closed.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Assignment grades will be posted within three weeks of submission; midterm grades will be posted within two weeks of writing the midterm; and participation grades will be posted after the final exam has been completed and marked. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools** dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://webadvisor.uoguelph.ca>

<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

University Standard Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Email Communication

University of Guelph Degree Students

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Drop Date

University of Guelph Degree Students

The last date to drop one-semester courses, without academic penalty, is indicated on the Schedule section of this course outline. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#).

<http://opened.uoguelph.ca/student-resources/open-learning-program-calendar>

Copies of Assignments

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

University of Guelph Degree Students

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

accessibility@uoguelph.ca

<https://wellness.uoguelph.ca/accessibility/>

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

jessica.martin@uoguelph.ca

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.